



**Rosemary Lehmberg ★ Travis County District Attorney**

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Re: Procedures for requesting copies of offense reports under the new Travis County District Attorney Discovery Policy

All criminal defense attorneys practicing in Travis County,

The Travis County District Attorney's Office has expanded the discovery policy for criminal cases to now provide defense attorneys with copies of offense reports in almost all cases. This new policy will become effective on December 1, 2008.

To ensure the protection of crime victims, as well as other sensitive information contained in many offense reports, this policy includes a user agreement that must be signed and provided to the District Attorney's Office before an attorney may request or receive a copy of a report. The signed user agreements will be kept on file by the District Attorney's Office.

Once a signed user agreement is on file, defense attorneys may use the District Attorney's request form to make requests for copies of reports. Attorneys may only request a report on cases in which the attorney is formally retained or appointed.

All requests for copies of reports must be in writing and signed by the attorney of record. All request forms must be submitted to the second floor receptionist to be processed. Request forms will not be accepted in court.

For offense dates after September 1, 2008, attorneys will have the options of picking up a paper copy of a report or having a copy of the report sent by email. The request form includes a space to indicate that choice. For older offenses, the report will probably be provided in paper form only.

Due to the implementation of this new policy and the steps being taken to document the discovery that is provided, attorneys will no longer be permitted to make copies of offense reports or other items from prosecutor files using the copiers outside the courtrooms.

This letter explaining the procedures for making a request is intended as an addendum to the District Attorney's Discovery Policy. If changes to these procedures are made in the future, this letter will be superseded or replaced by a new letter explaining the new procedures.